

ATTACHMENT A.1

Protective Services Position Description/Title Guidelines

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Attachment A.1 - Protective Services Position Description/Title Guidelines

The following position descriptions identify the various duties to be performed under this SOW. The Contractor may have a single individual perform multiple functions but that individual shall be qualified and certified for any additional duties.

- a. **Security Police Officer (This is official NASA nomenclature for contractor armed security personnel performing duties with Federal arrest authority).** Describes an armed officer, who has successfully completed the required NPSTA training (See Attachment A.2), with NASA Federal arrest authority, whose duties may include but are not limited to: first response to emergencies; federal law enforcement; mobile patrols; inspections and searches; traffic enforcement; investigations; and other duties as required. In general, officers, assigned to specialized teams shall come from this category, e.g. K-9, Emergency Response Units.
- b. **Shift Supervisor (Security Police Officer).** Describes a Supervisory armed officer, who has successfully completed the required NPSTA training (See Attachment A -1), with NASA Federal arrest authority, whose duties may include but are not limited to: first response to emergencies; federal law enforcement; supervision of mobile patrols; inspections and searches; traffic enforcement; investigations; and other duties as required.
- c. **Emergency Medical Technicians (EMT)/Security Police Officer. GB ONLY.** Describes the employees certified by/in the State of Maryland. This team shall not be a “special” set of employees, but routine security patrols with primary duties as EMT’s from the uniformed Security Force.
- d. **Administrative Security Specialist.** Describes a person whose duties include classified and sensitive document control and destruction, Agency ID management, Homeland Security Directive (HSPD-12) enrollment, badge issuance, and visitor processing.
- e. **Communication/Dispatch Officer. GB AND WFF ONLY.** Describes a person, with requisite State certification as a dispatcher, who may receive and handle 911 calls, other emergency calls, monitor alarms, dispatch first responders, and make other notifications and reports.
- f. **Training Specialist/Security Police Officer. GB AND WFF ONLY.** Describes a person, with the training and certifications, who develops curriculum, delivers various NASA required education and training classes, maintains records, and teaches. Examples of classes taught include firearms and intermediate weapons safety, tactics, and qualifications, legal issues, defensive tactics, fire safety, and emergency preparedness.
- g. **Locksmith.** Describes a person whose duties may include and who is certified to perform the duties associated with securing physical facilities, e.g. change safe combinations, lock cores, and key management.

- h. **Electronic Security Technician.** Describes a person who may recommend and plan for, install, and maintain various electronic security devices and countermeasures to include: CCTV cameras; alarm systems; fixed and mobile intrusion detection systems; card readers; and surveillance systems.
- i. **Armorer/Gunsmith.** Describes a person who cleans and repairs weapons used under this contract.
- j. **Security Analyst.** Describes a person responsible to establish a program to conduct physical security analyses and surveys of the Center's buildings and facilities including access/entry methods, building security, perimeter security, information security, equipment/property security, personnel security, making pertinent recommendations for additional, modified, and/or reduced security requirements, or theft reduction and counter-measures. Also responsible for conducting security analyses of all incidents on the GSFC and its offsite facilities.
- k. **K-9 Security Police Officer.** Describes a person qualified, trained, and certified in explosive detection services through the use of dogs and handlers. Training shall consist of nationally recognized certification, maintenance, care, and control of canine resources capable of providing indications of the presence of contraband (passive alert), such as firearms and explosives, and to perform security and law enforcement patrolling as an adjunct to a Security Police Officer. Dogs shall not be trained as a "bite and hold" or "search/apprehension" dog. Dogs shall be "detection" dogs, trained to detect explosives. Dogs shall have a human social temperament such as those in the breeds of Labrador or Golden Retriever.